



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

DATE: April 18, 2006

POSITION: SENIOR LEGAL TYPIST, Permanent Full Time

SALARY: \$2419 - \$2941 Range A
\$2704 - \$3285 Range B

LOCATION: CUIAB Appeals Board
2400 Venture Oaks Way, Suite 300
Sacramento, CA 95833

POSITION DESCRIPTION:

Under general supervision of the Legal Support Supervisor II, the Legal Senior Typist performs various clerical work of average difficulty, which includes general typing and other work as required.

- Transcribe verbatim ALJ decisions, which are dictated on cassette tapes, send via e-mail, from drafts and Digital Dictating System
- Prepare a wide variety of legal documents, including interrogatories, drafts of Precedent Board Decisions, and various complex typing assignments as well as analysis of cases of the Appeals Board, other administrative tribunals and the courts.
- Log in decisions, determine time lapse and file accordingly.
- Update case information in the computer as instructed by an ALJ.
- Perform other clerical work as required.

WHO SHOULD APPLY:

Persons who are currently in the class of Senior Legal Typist or other classes within transfer range. SROA and surplus employees will be given first consideration.

SUBMIT APPLICATION

(Form 678) to: CUIAB, Administrative Services
Attn: Ingrid Azvedo, Human Resources Analyst
2400 Venture Oaks Way, Ste. 400, Sacramento, CA 95833

CONTACT: For more information about this position, contact:
Ana Ibarra, LSS II
Phone: (916) 263-6840

FINAL FILING: April 25, 2006

CUIAB is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.